Keeping safe: Stop, think, before you click

12 rules for responsible ICT use

These rules will keep everyone safe and help us to be fair to others.

- I will only use the school's computers for schoolwork and homework.

- I will only delete my own files.

- I will not look at other people's files without their permission.

- I will keep my login and password secret.

- I will not bring files into school without permission.

- I will ask permission from a member of staff before using the Internet and will not visit Internet sites I know to be banned by the school.

- I will only e-mail people I know, or my teacher has approved.

- The messages I send, or information I upload, will always be polite and sensible.

- I will not open an attachment, or download a file, unless I have permission I or I know and trust the person who has sent it.

- I will not give my home address, phone number, send a photograph or video, or give any other personal information that could be used to identify me, my family or my friends, unless my teacher has given permission.

- I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless my parent, guardian or teacher has given me permission and I take a responsible adult with me.

- If I see anything I am unhappy with or I receive a message I do not like, I will not respond to it but I will tell a teacher / responsible adult.